



U.S. Embassy Vilnius
Human Resources Office

Student Internship Opportunity

Reference number: EXEC 02/2011

Internship: Student Intern in Executive section
Open to: Foreign National Students, non-U.S. citizens
Opening Date: May 12, 2011
Closing Date: May 25, 2011
Work Hours: Part-time (up to 20 hours per week)
Duration of Internship: minimum of 3 months
Start of Internship: September 2011

NOTE: This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.

Duties: Provide assistance to Protocol Section in planning and coordinating events, including but not limited to developing guest lists, preparing invitations, updating contacts database and other duties as needed.

Requirements: Good working knowledge (level III) of English language speaking, reading and writing ability. Fluency in Lithuanian. Must be able to use basic computer equipment and software (e.g. word processing, spreadsheets, etc.). General knowledge of Lithuanian history, politics and economics. Must be well-organized, flexible and creative.

Eligibility criteria: Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in the host country are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country. Must be a student in good academic standing. Must have demonstrated the potential to accomplish the type of work to be performed. Provide a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship.

To apply: To be eligible for consideration, documentation must be submitted to the Human Resources Office prior to the announcement's closing date:

1. **CV;**
2. **Statement of Interest** form which should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/office needs;
3. **Certified document** from educational institution that the student is enrolled.

Submit all documents to: Human Resources Office, U.S. Embassy, Akmenu 6, Vilnius
or HROVilnius@state.gov